

August 16, 2016

## **Board meeting minutes**

7:06 pm - meeting called to order. Present: Jennifer Meltzer, Gillian Fischer, Clara Taylor

**Motion:** Clara moved to approve the minutes of the June meeting as amended. Jennifer seconded the motion.

**Motion passed.**

## **OPERATIONS** (Doug not in attendance)

*Meter Replacements* – No report.

*Rosendranz annexation* – Jennifer reported that she and Clara have not been able to meet with Peter Fernandez, the Public Works Director.

*Backflow device report* – Tabled for next meeting.

*Contact Ed Butts* – Tabled until the fall.

*Water Updates* - Well #2 has not been in use and has been resting for a month but is still not recovering. Well #2 is in the shallowest aquifer and may be going dry. A recommendation will be requested from Ed Butts when reviewing master plan.

The City of Salem punctured an OHWA water line in August when clearing drainage ditches. They were able to patch the line but it still needs some repair. The city should not bill OHWA for that repair and there may be a discussion about reimbursement for water loss.

## **OFFICE UPDATE** (Staff)

*August Billing/Account updates* – The board reviewed the request from the Skirvings for a credit for the excessive water usage due to a leak. **Motion:** Jennifer moved to make no adjustment to the Skirvings account as it took too long for them to correct the issue. Gillian seconded the motion. **Motion passed.**

The letter to revoke the share at 3914 Orchard Heights Pl (Stoebig account) was sent and returned. The motion to revoke the share will be made at the September meeting.

There have been more move ins/move outs. New ownership transfers will receive their share certificates with their new member packet.

- Kropff – 3515 Echo Dr NW (transferred from Brumbaugh/Cunningham)

September meeting will have first draft of budget.

Annual meeting notice will be sent with the November billing. Staff will contact any members that have not completed their backflow tests by September 30<sup>th</sup>. A newsletter will be sent with the October billing. The Annual Meeting will be November 15<sup>th</sup>.

*New Member Packet update* – The board reviewed the new share owner letters. Additions and deletions are noted in the letters.

*OHWA Policies* – Tabled until the September meeting.

**TREASURER'S REPORT** (Staff)

Staff reviewed the July financials. Total income for July was \$19,528, the total for the year to date \$109,432, approximately \$3,600 under estimated income. Total expenses for July were \$13,633, the total expenses year to date \$94,961, approximately \$6,638 under budget. We are 58% through the year and at 57% of expenses and income.

7.57 pm --Meeting adjourned

Respectfully submitted

Mary Tucker

Strategy Management, LLC